



Application for Use of a Park Shelter For a Private Event

218 730-4320

Contact:		For Alcohol:	
Organization:		Private	Non-Profit Bs/Co/Club
Address:		H Phone:	
City:	State:	Zip:	W Phone:
Date of Event:	Attendance:	C Phone:	
Type of Event:		Email:	
Please plan your event so that your arrival and departure are within your allotted time slot.			

Site: <table border="1"> <tr> <td>Brighton Beach <i>(no water or electricity)</i></td> <td></td> </tr> <tr> <td>Chambers Grove</td> <td></td> </tr> <tr> <td>Chester Bowl</td> <td></td> </tr> <tr> <td>Enger Park</td> <td></td> </tr> <tr> <td>Leif Erikson Park</td> <td></td> </tr> <tr> <td>Lester Park <i>(no water)</i></td> <td></td> </tr> <tr> <td>Lincoln Park</td> <td></td> </tr> </table> <table border="1"> <tr> <td>Alcohol Permit: <i>(please review attached policy)</i></td> <td></td> </tr> </table>	Brighton Beach <i>(no water or electricity)</i>		Chambers Grove		Chester Bowl		Enger Park		Leif Erikson Park		Lester Park <i>(no water)</i>		Lincoln Park		Alcohol Permit: <i>(please review attached policy)</i>		Time Slot: <table border="1"> <tr> <td>10am – 3pm</td> <td></td> </tr> <tr> <td>4pm – 9pm</td> <td></td> </tr> <tr> <td>10am – 9pm</td> <td></td> </tr> </table> <table border="1"> <tr> <td>Rose Garden</td> <td></td> </tr> <tr> <td>Time:</td> <td></td> </tr> </table> <p>A permit for the Rose Garden gives you exclusive use of the gazebo; all other areas of the park remain open to the public; no tents or canopies; chairs are allowed only for the elderly or handicapped.</p>	10am – 3pm		4pm – 9pm		10am – 9pm		Rose Garden		Time:		<ul style="list-style-type: none"> • a permit allows you the exclusive use of the shelter or gazebo – all other areas of the park are still open to the public • tents are not allowed; staking is not allowed; canopies may be used if they are stand-alone (Rose Garden excluded); a \$100 damage deposit will be required • we only provide the space and electricity (if available); you must make arrangements for anything else you may need • if your permit requires security for alcohol, a copy of your contract must be submitted to us
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Payment is due within two weeks. PLEASE call if you decide to cancel.	
You must also read and sign the hold harmless form on the back page of this application.	
Applicant Signature:	Date:

For office use only:

Shelter Fee: \$	Date Received: By:
Alcohol Permit: \$	Amount Paid:
Total Fee: \$	Check # _____ Cash: _____
Rose Garden: # of time slots _____	Receipt # _____
Total Fee: \$	Canopy Deposit _____ Key Deposit _____
<u>check or money order; we do not take credit cards</u>	Deposit(s) Returned _____

EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Contact Signature

Organization

Make checks payable to: **City of Duluth**

Please return this form and fees to: **Parks & Recreation Division
City Hall Ground Floor
411 W 1st St
Duluth MN 55802-1198**

Please Note:

- Advance reservations not paid within five (5) days of event will be charged a \$25 late fee.
- Late reservations, made within five (5) days of event, will be charged an additional \$25 fee.
- An additional \$25 processing fee will be charged if changes to a reservation are made requiring a new permit to be issued.

ALL FEES AND PERMITS ARE NON-TRANSFERABLE AND NON-REFUNDABLE

Park Reservation Guidelines

Group Size Per Park

up to 100: Brighton Beach, Enger Park

up to 150: Rose Garden

up to 200: Chester Park, Lincoln Park

Any Size: Chambers Grove, Lester Park, Leif Erikson Park, Park Point

A permit is required for any event where it is reasonably anticipated that 40 or more persons will be in attendance. If your group is less than 40, you may pay the fee to secure the shelter.

1. Private events may only be held from Memorial Day weekend through September 30. Permits will not be issued for events before or after these dates unless it is considered a "special event" (open to the public).
2. The permit secures use of the shelter or gazebo only and does not give exclusive use of the park. Open picnic areas are not included in the reservation. No amenities or special arrangements are provided.
3. "Picnic" type wedding receptions (*no live music, dancing, or alcohol*) will be allowed for an additional fee of \$150 when combined with a ceremony. If you are having only the "picnic" reception, standard fees apply.
4. Your reservation will be cancelled if payment is not received by the due date on your application. Please call if you decide to cancel.
5. Reservations are made for specific times - the space is not yours until your reservation time begins, so please plan accordingly. This is especially important for wedding ceremonies in the Rose Garden. Do not plan on entering the park early.
6. All reservations are final after the permit has been issued - so please be sure of your date and time. If you make changes to your reservation requiring that a new permit to be issued, you will be charged an additional \$25 fee.
7. Most parks are equipped with 110 volts electrical outlets; 220 volts are not available in the park system. Multiple electrical items may cause overloads on the power source.
8. Tents are not allowed. Nothing can be staked into the ground. Stand-alone canopies, no larger than 10' x 20' may be used in all parks except the Rose Garden. A \$100 damage deposit will be required.
9. Ground fires are not allowed at any time. Chambers Grove, Enger Park, and Brighton Beach have fireplaces that may be used. Private grill coals must be disposed of properly.
10. The contact person is responsible for the safe conduct of all those attending the event and for clean up, including decorations and other items brought into the park. All trash must be disposed of properly.
11. Motorized vehicles must remain in the parking lot and not be driven on any off-road areas, such as park pathways, grass, fields, etc.; dogs must be leashed at all times and are not allowed on playground areas.
12. A key is available to allow for delivery vehicle entry into Lincoln Park, Lester Park, Park Point, or Chambers Grove. A \$20 deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked.

Alcohol Consumption:

- **Privately Hosted Events:** \$50 alcohol consumption fee; if cash bar, the event must be catered by a restaurant with a caterer's permit; a contract copy must be submitted to Parks & Recreation.
- **Business/Company Events/Club Events:** \$50 alcohol consumption fee; if cash bar, the event must be catered by a restaurant with a caterer's permit; a contract copy must be submitted to Parks & Recreation.
- **Non-Profit Sponsored Events:** \$50 alcohol consumption fee; if cash bar a Temporary Liquor License must be obtained from the City Clerk's office – call 218.730.5500 for more information on this special license.
- **Buildings** - alcohol consumption is restricted to within the building; **Parks** - alcohol consumption is restricted to within 50 feet of the existing shelter or designated area if a shelter does not exist.
- **Pending review of your application by the Duluth Police Department Licensing Agent**, a licensed peace officer(s) employed by the City of Duluth may be required to be present at all times alcohol is consumed; you will be notified of the decision and must submit confirmation of securing an officer(s) before your permit will be issued.
- If a licensed peace officer(s) is required ~ please contact **Officer Jim Hansen** by email at jhansen@duluthmn.gov.
- Go to http://www.duluthmn.gov/police/hiring_an_officer.cfm for further information, and to print the application for hiring licensed peace officers employed by City of Duluth.